WRITING AN EFFECTIVE SENIOR RATER POTENTIAL EVALUATION

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Introduction

The Senior Rater Potential Evaluation (SRPE) is a document that directly supports an acquisition workforce individual's application to a selection board. The SRPE is mandatory for individuals in the

grade of GS-13 and above or equivalent personnel demonstration broadband level who apply for consideration by a selection board for opportunities including an assignment as a product or project manager; membership in the Competitive Develop-

ment Group; and acquisition, education, training, and experience.
Employees in the grade of GS-12 and below or equivalent personnel demonstration broadband level may request that their senior rater complete an SRPE. Senior raters should, when possible, complete the SRPE when such a request is made.

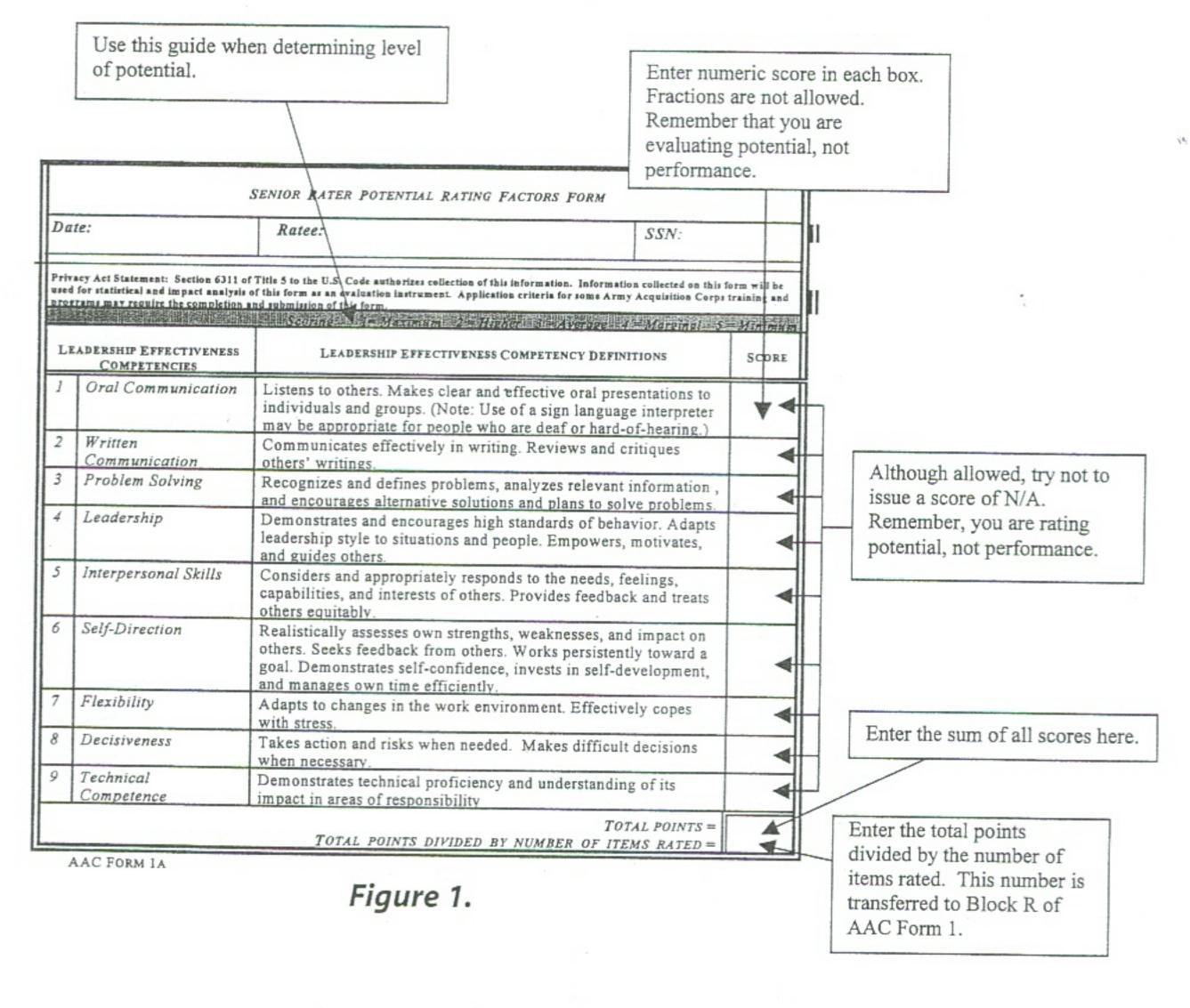
Many senior raters do not recognize the importance and value of the SRPE to an applicant's package. Feedback from recent boards indicates that the SRPE comments and rating have a greater influence on the board's decisionmaking process than any other document, including the individual's annual performance evaluation.

Rating Factors Form

While detailed instructions are available with the forms, the process of completing the forms is really quite simple. When completing an applicant's SRPE, senior raters also consider the potential of all acquisition workforce employees in the same grade as the applicant they are evaluating. The potential of the rated individual is evaluated against nine factors (AAC FORM 1A) (Figure 1). After all factors are evaluated, the total score is obtained and averaged, resulting in the overall score. This number is brought forward to the evaluation itself, Block R, Overall Potential Rating, on AAC Form 1 (Figure 2). (The conversion chart is detailed in the online instructions.)

What The Profile Says

The Senior Rater Profile, also in Block R of AAC Form 1 (Figure 2), is a



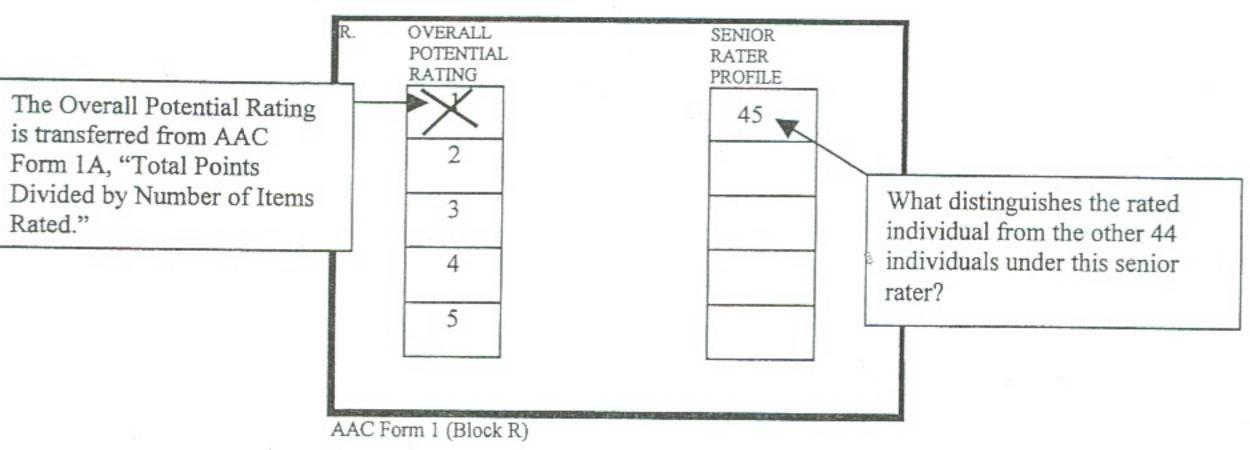


Figure 2.

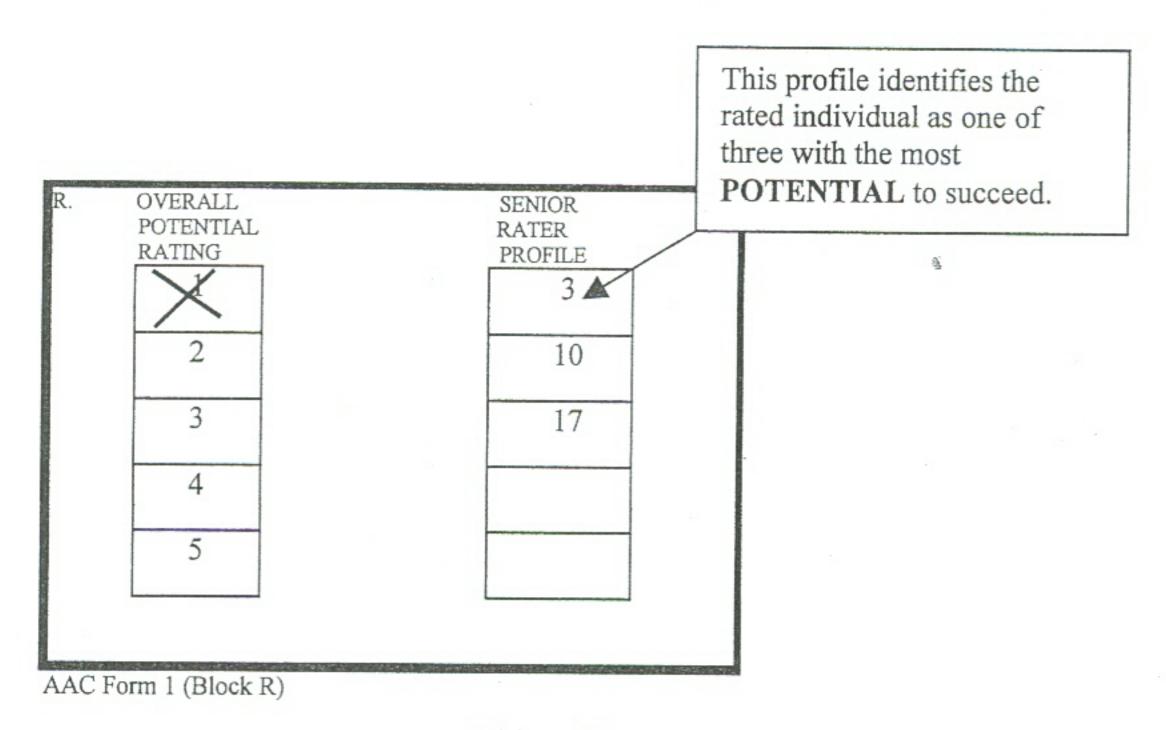


Figure 3.

critical element of the rating. This information tells the board where, among all the employees evaluated by the senior rater, the rated individual fits. A common problem is a Senior Rater Profile where all employees are rated in the 1 Block, which indicates to the board the rated individual is one of many, all with potential at the same level. It says there is nothing extraordinary

about this specific individual; he/she is just one of the crowd. With a profile like the one in Figure 2, the senior rater has lost the ability to make his/her evaluation count.

However, a Senior Rater Profile with 3 individuals in the 1 Block (1 of them being the applicant), 10 in the 2 Block, and 17 in the 3 Block (Figure 3), shows the rated individual is 1 of the 3 individuals who shows the

most potential. Another way to look at it is an individual in the top block is in the top 10 percent (3 of 30) of all the individuals this senior rater has evaluated. This rating provides the board with critical information about the applicant's potential for positions of increasing responsibility.

Bullet Comments

The Bullet Comments section (Block S of AAC Form 1) is the senior rater's opportunity to support the overall potential rating with comments that substantiate the evaluation (Figure 4).

Sending Mixed Signals

Senior raters who fail to provide boards with a clear message on an individual's potential for increased responsibilities force board members to interpret the senior rater's intent. Several examples follow.

While specific comments are at the discretion of the senior rater, the Acquisition Management Branch (AMB) at the U.S. Total Army Personnel Command (PERSCOM)

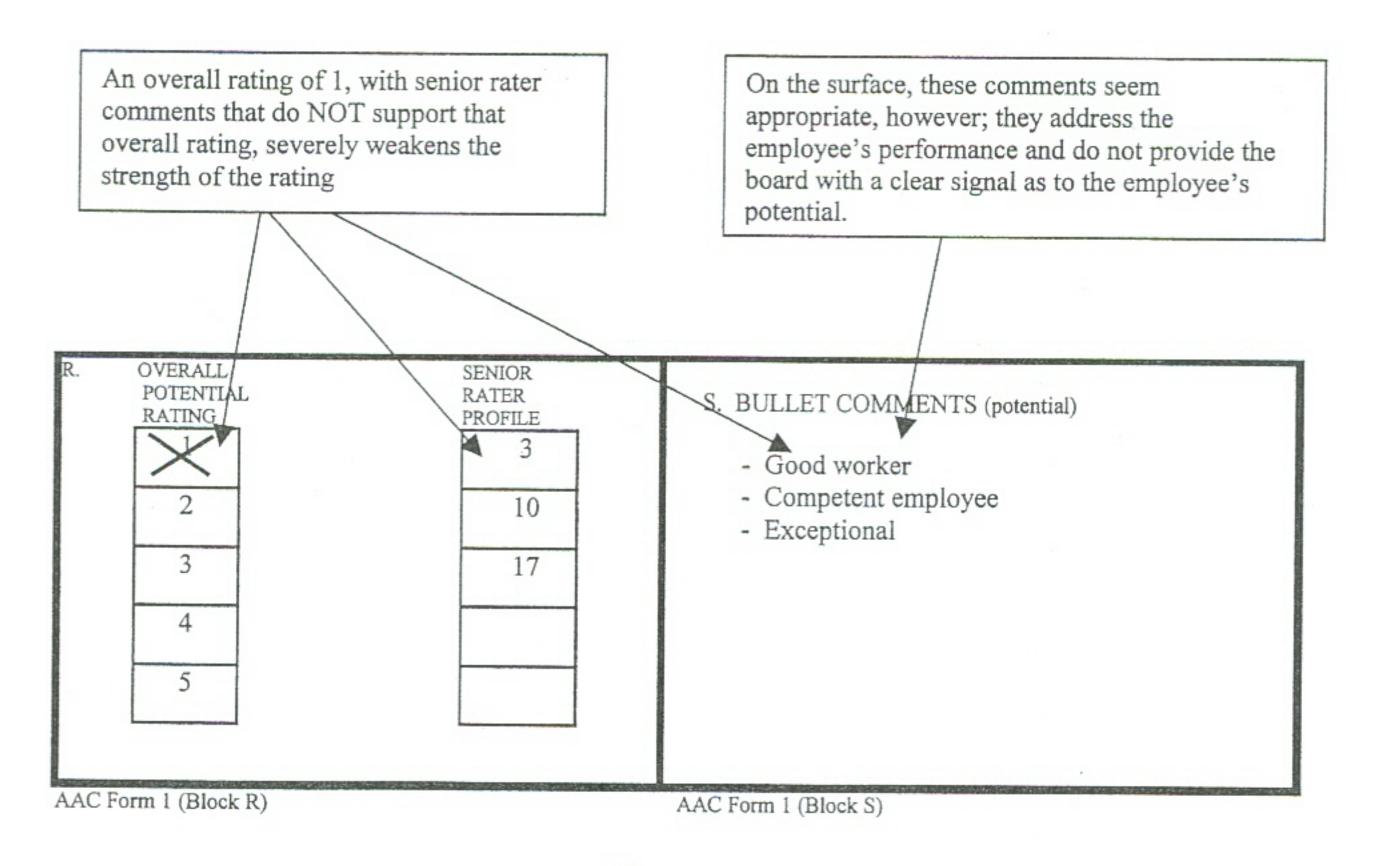


Figure 4.

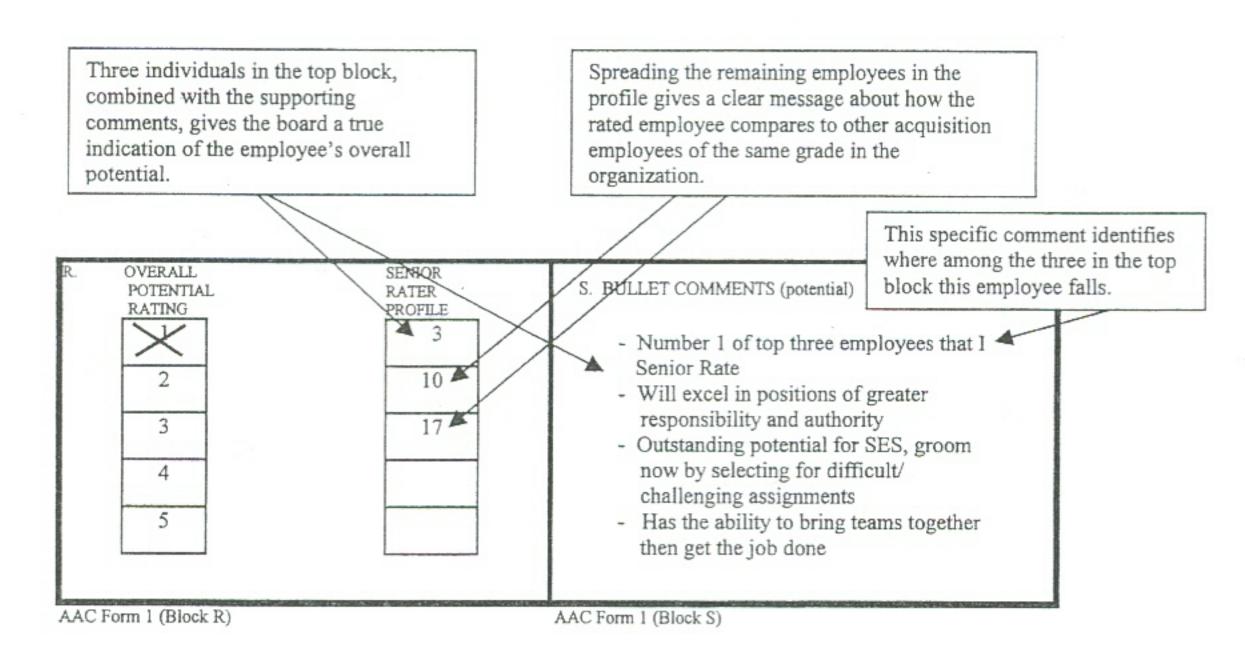


Figure 5.

recommends that at a minimum, senior raters quantify (Figure 5) where the individual ranks in the organization and address their potential for selection to the next board-selected schooling, promotion, or product/project manager or acquisition command.

A rating of 2 to 5 (Figure 6), with outstanding comments, causes the board to question the senior rater's objective. Lack of clear intent by the senior rater allows the board the opportunity to interpret the senior rater's meaning. It is imperative that the senior rater use the Bullet Comments section to clearly address the applicant's potential. Although senior raters will take performance issues into consideration, it is important to note it is potential they are addressing.

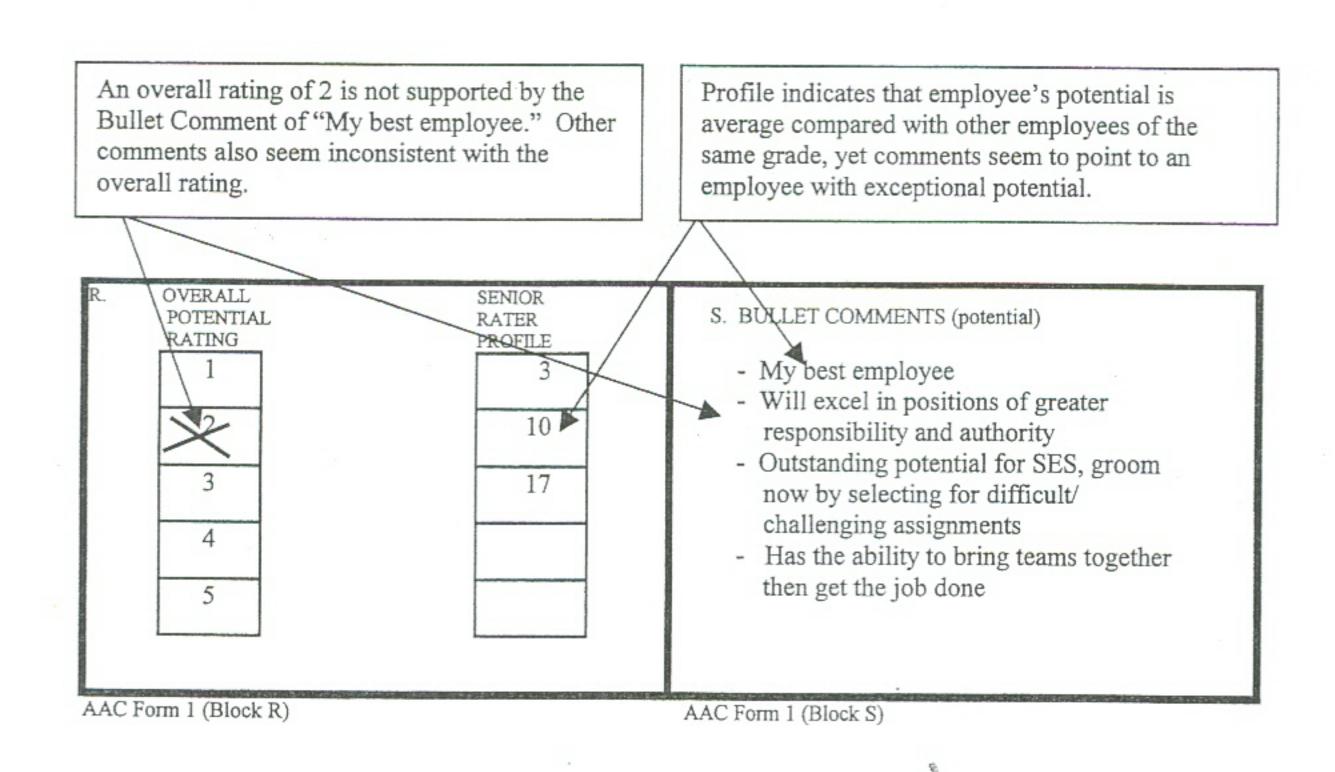


Figure 6.

Conclusion

While both performance evaluations and SRPEs have Senior Rater Profiles, generally speaking, the senior rater's profile may not match on these documents. This is entirely appropriate as (again) the SRPE is addressing potential, not performance. The profiles of senior raters completing SRPEs for civilians are not tracked; however, senior raters need to be aware of the profile when preparing SRPEs for multiple employees. The same profile should be reflected on all SRPEs completed for the same grade. A senior rater who has multiple profiles at the same grade may lose credibility with board members.

Finally, senior raters should discuss the rating with the employee and give the original SRPE (both forms) to the employee for inclusion in their application. Original signatures are required on the SRPE. While some people feel that handwritten comments add to the value of the SRPE, senior raters should avoid the temptation to handwrite SRPEs.

To review the entire AAC Form 1, visit http://dacm.rdaisa.army.mil/policy/srpeevaluation.pdf. For detailed instructions, visit http://dacm.rdaisa.army.mil, click on Policy/Procedures, then Senior Rater Potential Evaluation (SRPE), then SRPE Instructions.

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